



# HS University

There's only one place you need to go for all your professional development needs.

The  
Power  
to  
Know.



*Experience a different kind of training!*

## What's Inside!

- Enroll in our Credential or License programs!
- Now enrolling into the Family Worker License courses!
- Health Service License programs are open
- Online courses are now available!
- Upgrade your current credential through HS University
- Find out about the "NEW" HSPPS requirements!
- Become a licensed trainer today! Credential your program staff!



**Get**  
**Licensed Now.**



*See page 3 for details!*



**Comprehensive training solutions for staff working in Head Start!**  
*Integrating the learning process... Anticipating the Future!*



### On-Site Training Solutions



**Get the results you're looking for!**  
Bring our powerful, high-impact training programs to your agency and show your employees that you're serious about their professional development and achieving critical program goals and objectives.

#### Choose from over 400 courses!

From program design and management to family services, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

#### Tailor the training to meet your specific needs!

We'll help you choose the appropriate courses for your agency and tailor each one to address specific goals, issues and scheduling concerns.

#### Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams and policy groups for less than the cost of traditional seminars or other training options. Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak. See page 6 for pricing!

**For a free consultation, visit us online at [www.hsuniversity.org](http://www.hsuniversity.org) or call us at 1-888-282-7817 today!**

Over the years, we have developed teaching techniques and materials that provide all participants with the benefit of the most progressive training available. We cover the vast amount of information you need in a fast paced environment to maximize your time and learning experience. Actual regulations, information

memorandums, program instructions and standards will be utilized throughout the training. Our workbook is designed explicitly for the workshops. Topics are organized in a sequence designed to clarify and simplify. Questions and comments will be addressed as you proceed through the material courseware.

### Our training gets you answers!

#### FREE to every student

When you attend this workshop, you'll get a CD-ROM packed with powerful, time-saving forms and regulations to help you pinpoint and develop procedures and instructions at your program... as well as the most up-to-date regulations and more.

#### A bound workbook that will be a valuable refresher and reference

You'll walk away with a comprehensive workshop manual containing information, regulations, forms reference materials and techniques that took thousands of hours of research to put together--all in one convenient workbook you can use over and over again.



### Your course workbook will become an immediate action plan for your program.

#### Mailing Lists

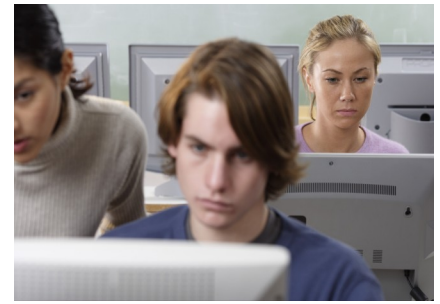
Because we use multiple mailing lists to announce our programs, you may receive a duplicate of this catalog. If you would like to have your name removed from our mailing lists, please call our office at 901-748-0293 or email us at [remove@hsuniversity.org](mailto:remove@hsuniversity.org). If you would like to add your name to our list, call or send us your name, agency, address, phone and fax number.



# Online Credentials & Licenses...

## "Education without boundaries"

Today the only thing you have to decide is what credential you want to accomplish. **No hotel fees, no airfare, no long nights away from home, no unexpected costs**, just attend classes online while you complete your daily work. Simply log in, get your assignment and post your discussions. It is that simple. All you need is the internet. Our computer-based educational delivery system has extended the boundaries of the classroom. Our online credential programs use the power of the Internet to deliver online learning that is independent of time and location. Rather than gathering in a workshop, students and instructors interact online or offline in a forum using the online environment.

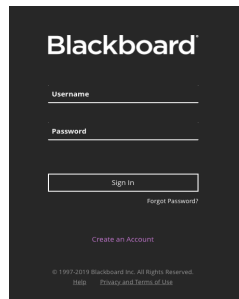


## Online Credential and License Program

### What you'll learn and how you'll benefit...

Our **credential** program is designed to convert to college credits toward higher education degrees. Students who are enrolled in our credential program are building a college transcript that can be used to meet the educational requirements of professional degree programs. As an education partner with University of Phoenix, we can offer education and professional development programs targeted for Head Start professionals. University of Phoenix and HS University have aligned a curriculum designed to meet Head Start competency standards. Our credential programs have shaped assignments to real Head Start situations students encounter in their programs to help apply to their jobs and program quality.

HS University credentials build upon previously earned credentials thereby cost may be less than the costs listed, based upon the type of credential earned from other Universities or training programs. HS University uses Blackboard Learn for its online instructions. Blackboard is a Web-based learning management system (LMS) designed to support fully online courses or provide a space for face-to-face course supplementation.



The true value of an education is where it can take your program. At HS University, we strive to make our education work around your schedule. To help you succeed as a program as well as a student. We offer flexible scheduling with the option to attend classes from your desk at work, via online, or at a conference campus location near you. Having a credential from HS University makes all the difference. HS University's credentials are recognized by Federal teams as exemplary models that can implement comprehensive, innovative and targeted approaches to enhance program services. A license program is a 36 week program. Candidates can complete the program sooner than 36 weeks. Candidates enrolled in a license program must complete three (3) core courses and exams, complete a student practicum which includes student field work, self-appraisal form and license portfolio packet. Student must submit timesheets to the University for confirmation of 120 clock hours of work in licensed field.

### FREE to every participant...

**A bound workbook that will be a valuable refresher and reference**

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#### Online Credential Courses

*Credential courses are 12-36 weeks in length. Students login at anytime and post their assignment and discussion.*

#### ☐ Choose an Online Start Date

- ☐ Starts November 4, 2019
- ☐ Starts January 6, 2020
- ☐ Starts February 24, 2020

#### ☐ Choose a Content Area

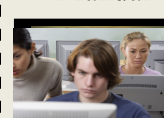
- ☐ Family/Community Engagement
- ☐ Health Services
- ☐ Education Services
- ☐ Fiscal
- ☐ ERSEA
- ☐ Disabilities Services
- ☐ Mental Health
- ☐ Program Management & Design
- ☐ Nutritional Services
- ☐ Transportation

#### ☐ Choose a Credential

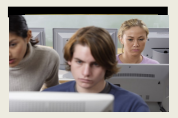
- ☐ Administrative Credential
- ☐ Supervisor Credential
- ☐ Management License



**Online  
Training  
Manual**



**Online  
Training  
Workbook**



# ERSEA Systems...

## “Managing Compliance for Eligibility, Recruitment Selection, Enrollment and Attendance...”

The ERSEA Systems conference is designed to help Agencies ensure that their programs are implementing ERSEA requirements effectively. The conference will address potential challenges and give Head Start programs effective solutions to problems they face in implementing ERSEA. Students will leave this conference with proven implementation strategies and related support activities to help develop ERSEA procedures in their programs. When you complete the conference your program will have an action plan of how to recruit the greatest number of children, how to determine and select the most needy children and families, how to maintain their funded enrollment and monitor and manage attendance.



## Eligibility, Recruitment, Selection, Enrollment & Attendance

### What you'll learn and how you'll benefit...

The ERSEA Systems Conference covers subject matters related to ERSEA compliance. The ERSEA Conference is designed explicitly to meet regulatory requirements related to ERSEA compliance in Head Start. Below are the regulations covered in the ERSEA Management Systems Conference :

- **Eligibility**—Students will learn concrete requirements for verification of eligibility and enrollment of children and pregnant women according to Federal regulations
- **Recruitment**—Students will learn how to design recruitment events. Students will be given best practices for recruiting the neediest families within their community. Strategies for recruiting homeless, foster and disabilities students will be introduced.
- **Selection**—Students will learn how to prioritize families by using criteria based upon community assessment issues. Designing selection criteria will be explored and sample criteria plans will be shared and discussed for clarification.
- **Enrollment**—Students will learn how to develop policies and procedures to ensure program maintains funded enrollment and meets the 10% requirement for children with disabilities.
- **Attendance and Participation**—Students will learn what monitoring requirements are needed in order to monitor daily attendance and support families whose children are repeatedly absent.

These conferences will help staff understand ERSEA designs and management systems, understand staff roles and responsibilities, use tools such as community-wide strategic planning, PIR information and area plans to develop selection criteria. This conference will use team approach and breakout sessions to help management teams, policy members and administrative staff work together to ensure full enrollment, effective recruitment, developing selection criteria and completing ERSEA area self-assessments.

### FREE to every participant...

**A bound workbook that will be a valuable refresher and reference**

You'll walk away with a comprehensive workshop manual containing information, tips and techniques that took thousands of hours of research to put together—all in one convenient workbook you can use over and over again.

**Your program workbook will become an action plan for immediate use at your program.**

### ERSEA Conference

Starting at \$595.00 per person...

- **October 24-25, 2019**

Planet Hollywood Hotel & Casino  
Event ID: 1814696

*EBT Deadline: 10/15/19*

- **November 18-19, 2019**

Dallas Homewood Suites Dwtn  
Event ID: 1814691

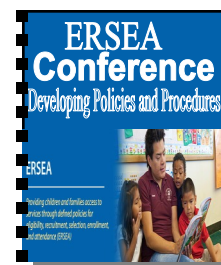
*EBT Deadline: 11/15/19*

- **December 12-13, 2019**

AMiami Palms Hotel & Resort

~~Event ID: 1814697~~

~~EBT Deadline: 12/15/19~~



# Family Engagement...

## ....Promoting School Readiness through Engagement Activities!

The Family Engagement conference is a strength-based, capacity building training which educates Head Start staff to create partnerships with families they assist by assigning responsibilities to both the worker and the family members there by relieving some of the burden of their job. The benefits of participating in this conference include new abilities to set boundaries with families and combat burnout; participants will have increased feelings of confidence to do their job; participants will have positive social support among co-workers when they attend the conference together; participants will have increased skills in communication with families, coworkers, supervisors and community partners.



## Parent, Family and Community Engagement

### What you'll learn and how you'll benefit...

This two day training is designed to ground you in the essentials to partner with families.

#### Module 1—Family Engagement

You will learn what it means to engage families as well as how to use principles to direct and instruct your engagement activities with families. You will also learn to use family engagement strategies that facilitate the outcomes.

#### Module 2—Family Assessments

This module provides you with assessment methods of identifying strengths and needed services. You will learn the strength-oriented approach to assessment and how to encourage trusting partnerships.

#### Module 3—Helping Families Write Strength Based Goals

This module uses several tools to assist you in helping the family identify goals. You will learn how to initiate family goal setting by building on information obtained in assessments.

#### Module 4—Remaining Professional

This module addresses roles and boundaries in family support. You will learn about confidentiality issues and mandated reporting requirements.



### Who should participate?

This training is beneficial for all staff members. Teachers, Home Visitors, Family Service Workers, Health and Management staff will gain knowledge to improve family and child outcomes within their program.

### Family Engagement Conference

Starting at \$595.00 per person...

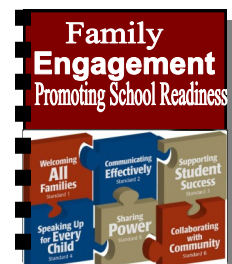
- **Oct 21-22, 2019**  
Treasure Island Hotel & Resort  
Event ID: 1814641  
EBT Deadline: Oct 15, 2019
- **Nov 18-19, 2019**  
San Antonio Hotel Velancia  
Event ID: 1814645  
EBT Deadline: Nov 10, 2019
- **Dec 16-17, 2019**  
Miami Palms Hotel & Spa  
Event ID: 1814649  
EBT Deadline: Dec 10, 2019

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# Health Services...

## “Maintaining Comprehensive Health Services...”

Can training of health service workers advance a program's quality in these challenging and uncertain economic times? The answer is absolutely. The economic shift has caused a decrease in funding. No longer can a Head Start program focus only on meeting requirements. According to the 2007 Head Start Act, any program who lacks high quality comprehensive services will be required to re-compete for current grants. Any health service program that wants to be identified as a “program of excellence” needs staff that has obtained more than just academic skills. Quality service requires specialized knowledge and regulatory skills. This conference gives both. You learn regulations needed to determine compliance and knowledge that displays excellence!



## Managing Comprehensive Health Services

### What you'll learn and how you'll benefit...

This conference is designed to help programs support and enhance quality of health services by learning proper and consistent methods of delivering health services. It is based on the core principles and practices that comprise Head Start's approach to health care for children and families. It is designed to help staff recognize and implement policies, procedures and practices that promote comprehensive health services. The conference will cover information to help you learn new skills, information and federal regulations, and:

- Gain insight into current medical health, nutrition and dental health practices,
- Learn to monitor your classrooms for health safety
- Learn about medication administration, Short and Long term exclusion, Incomplete physical examinations
- Address barriers with providers
- Understand and effectively implement follow-up services for EPSDT schedules
- Monitor PIR health requirement
- Maintain up-to-date record-keeping processes
- Learn nutritional requirements as well as how to address food service challenges
- Learn techniques for working with families and children

### Who should participate?

This conference is beneficial for all staff members. Teachers, Home Visitors, Family Service Workers, Health and Management staff will gain knowledge to improve family and child outcomes within their program.

(Credits earned: 9 for Credentials, 18 for License)

### FREE to every participant...

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**Your program workbook will become an action plan for immediate use at your program.**

### Health Services Conference Starting at \$595.00 per person...

- **##@g'JYl Ug** • Oct 28-29, 2019  
Treasure Island Hotel & Casino  
Course ID#: 1814593  
*EBT Deadline: U~] Aì*
- **##<ci gtc b** • Nov 21-22, 2019  
Houston Hilton Westchase  
Course ID#: 1814598  
*EBT Deadline: U&A F*
- **##Cf'UbXc** • Dec 12-13, 2019  
Orlando Hyatt Regency  
Course ID#: 1814601  
*EBT Deadline: b[ çA G*

### Health Services License Workbook



### Health Services Comprehensive Manual





## Registration Form:

**What ever your method of registration, be sure to enroll right away** since space is limited.

As soon as we receive your registration, we'll send you a registration confirmation. To register, mail or fax the registration form to (901) 748-0297 or call 1(888) 282-7817. You may email the registration information to [mdavis@hsuniversity.org](mailto:mdavis@hsuniversity.org). Registrants will be notified if a course is over subscribed or canceled. If not notified to the contrary, your registration has been accepted.

**Payment:** Payment must be received two weeks prior to workshop date unless other arrangements are made in advance. POs are accepted, but PO must be cleared prior to training.

**Cancellation or Substitution.** Cancellations received at least fifteen business days prior to workshop are refundable, minus a \$25 registration service charge. After that, cancellations are subject to the entire workshop fee, which you may apply toward a future workshop. Please note that if you don't cancel and don't attend, you are still responsible for payments. Substitutions may be made at any time. If for any reason we are required to cancel a workshop, our liability is limited to the return of the registration fee only.

**HSU will award (1.6 CEUs)** Continuing Education Units for this training. To register for CEUs, please mark the appropriate box on the Registration Form and include an additional \$25 per person in your payment.

**On-Site Training.** For only \$5495, we can deliver a 2 day workshop right to your company's door. For complete details and a no-obligation quote, call 1-888-282-7817 and ask for the on-site training department. Price includes all hotel expense, airfare and all travel cost of the on-site trainer as well as 10 manuals. Training is designed for up to 40 staff members. For 50 or more add \$500. Extra Manuals may be purchased.

**Upgrade your current credential!** If you have a credential by another program, you may update your credential with HS University. To upgrade your credential you must complete a 2 day or 3 day training, complete a learning assessment, write a self-appraisal and pay the \$485 renewal fee. Transfer your current credential into an HS University licensed credential today!

### 5 easy ways to register:

#### By PHONE

1-888-282-7817 or 1-901-748-0293

#### ON-LINE

Enroll at [www.hsuniversity.org](http://www.hsuniversity.org)

#### By E-MAIL

[mdavis@hsuniversity.org](mailto:mdavis@hsuniversity.org)

#### By FAX

1-901-748-0297

#### By MAIL

Complete and mail form to:

**HS University**

**P.O. Box 2482**

**Cordova, TN 38088-2482**

Cost:	# of Students	Total
\$595.00—2 days		
\$995.00—4 days		
\$1495-Credential		
\$2195-Supervisor		
\$3195-License		
Online Course fee: \$990 per person		
Online Credentials: <input type="checkbox"/> Administrative <input type="checkbox"/> Supervisor <input type="checkbox"/> License		Per person fee: <input type="checkbox"/> \$2695.00 <input type="checkbox"/> \$3195.00 <input type="checkbox"/> 3795.00
Discounts:		
2 Day On-Site (\$5495)		
Other Fees:		
<b>Total Enclosed Amount:</b>		

To enroll by phone call toll free 1-888-282-7817 **Note:** If you've registered by phone and paid with a credit card, it is not necessary to return this form.

**PLEASE PRINT OR TYPE:** (Please list additional registrations on separate sheet and attach)

Student Name \_\_\_\_\_

Event ID:# \_\_\_\_\_

Location \_\_\_\_\_

Student Name \_\_\_\_\_

Event ID:# \_\_\_\_\_

Location \_\_\_\_\_

Student Name \_\_\_\_\_

Event ID:# \_\_\_\_\_

Location \_\_\_\_\_

Name \_\_\_\_\_

Event ID:# \_\_\_\_\_

Location \_\_\_\_\_

**CEU:** ☐ Check here if requesting CEUs and add \$25 per person

**EBD:** ☐ Early Bird Discount (Early Bird Discount is for those that register and pay 30 day prior to the training.) Deduct \$25 per person

HSU wants your hotel stay to be pleasant and we take great pride in selecting hotels. HSU will fax you a copy of our student packet that lists area hotels and information about travel in our training area.

Check enclosed payable to: **HS University**, PO Box 2482, Cordova, TN 38088-2482

☐ Purchase order attached: # \_\_\_\_\_

☐ Charge to: ☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Card number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_ Security Code: \_\_\_\_\_

# Preparing for Protocol Reviews and 2020 Program Compliance Requirements 4 Day Management Conference

## Did you know?

Using the regulatory definition for under-enrollment (less than 100 percent enrollment), as many as 50 percent of all Head Start grantees could be under-enrolled. Under-enrolled grantees must be identified as being in violation of the Head Start Act and funding can be recaptured, withheld or reduced. Learn how to achieve and maintain full enrollment.



October 21-25, 2019

## Head Start Professional Development



### HS University

PO Box 2482, Cordova, TN 38088-2482

1-888-282-7817 phone | 901-748-0297 fax

[www.hsuniversity.org](http://www.hsuniversity.org)

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